

**Enrolled Memorandum of the Meeting
Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, June 17, 2019**

The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in a study session on **Monday, June 17, 2019** at 6:32 O'clock P.M., in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Silent Roll Call: Councilors Bernie Zemen, Dan Vassar, Mark Herak, Konnie Kuiper, and Steve Wagner were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Officials Present: Rhett L. Tauber, Town Attorney; and Kathy DeGuilio-Fox, Redevelopment Director; were present.

Additional Officials Present: Ed Dabrowski, IT Consultant (Contract); and Larry Kondrat, Board of Waterworks Directors were present.

Guests: Theresa Badovich of the Idea Factory was present.

General Substance of Matters Discussed.

1. *Look at social media and electronic mail archiving.* The Clerk-Treasurer offered an overview regarding the emerging issue with social media, (websites, Facebook pages, Twitter and Instagram) and the need to bring it into compliance with the Access to Records Act.

The IT Consultant discussed the company information from the company called Archive Social. Mr. Dabrowski indicated that the merit of having such a service or system is that it would capture everything in the new media and archive it in such a way as the information is easily retrievable upon request.

The IT Consultant discussed the information sheet from the vendor was provided by the Systems administrator of the police department. It was noted that in addition to the Town's website, there are five departmental Facebook pages and a twitter account for Redevelopment.

The Town Council discussed whether there were other vendors and the costs. The Town Attorney, while not endorsing a specific product, encouraged the bringing the social media of the Town into greater compliance with the Access to Records Act.

After further discussion, the IT Consultant was encouraged to seek other vendors and pursue a solution.

2. *Dell Equipment Replacement and Rotation.* The IT Consultant shared that pursuant to the inventory rotation and replacement practice of four years for desktop computers rather than the former three years, there is the need to purchase 20 new desktop computers, ten for the police department and 10 for the rest of the town departments.

Mr. Dabrowski estimated that the total costs would be near \$22,000. He further noted that there were approximately 50 computers in the police department, 40 in all other departments, 30 laptops and 8 servers.

The Town Council President indicated that an authorization for such a purchase may be placed on the Agenda for the plenary meeting at June 24.

3. **Guidance or Selection of themes for the Owl.** (Humane Indiana). The Town Council reviewed the following list of suggested themes. While note voting, the Town Council was warm to the notion of the 50th Anniversary of the moon landing.

Suggestions: US Flag
Indiana Flag
50th Anniversary of Moonwalk and landing
100 anniversary of 18th Amendment prohibition
75th Anniversary of Normandy landing

4. **Review of digest for proposed changes to meetings as set forth in HMC Section 2.05.130 dealing with study like sessions and plenary meetings to run concurrently.** The Town Council and the Clerk-Treasurer discussed proposed language changes to Section 2.05.130 which governs meetings of the Town Council. The concept sought at the suggestion of the Town Council President was to allow optimal use of time for the plenary meetings.

Instead of holding a distinct study session, the amendments would instead allow for a review period for the plenary meetings, all of which would begin at 6:30 p.m. Once the agenda was reviewed, the formal plenary meeting could begin. These would be treated as events of the same meeting.

There was no objection to the language or approach. The Town Council discussed whether the review period could take place in the ante room and the regular portion could be convened in the plenary meeting room.

5. **Miscellaneous.** With leave from the Town Council, Councilor Zemen asked whether there was a special fund to pay for aesthetically improving the Highway of Flags Monument. Councilor Zemen further inquired about who was in charge of the care of the monument. Councilor Zemen anticipated calls regarding its condition when he appears on the show sponsored by the Town of Highland on WJOB Radio.

A colloquy ensued regarding the history of the Monument. The Clerk-Treasurer noted that there was both an appropriation in the Town Hall and Monuments Department of the General Fund to support flag replacement and light repairs. There is also a fund created by action of the Town Council enabled in Section 3.45.120 of the Highland Municipal Code.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, June 17, 2019**, was adjourned at 7:00 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer